

Step-By-Step Parent /Guardian Instructions

1. Visit the school's homepage: lakeridge.alpinedistrict.org and select the **Online Scheduler** icon/link.
2. From the Online Scheduler Home Page
 - a. Choose your student's school from the drop down list and click "GO"
 - b. Enter the school password: **leopards**
 - c. Enter your student's "**Student ID**". If you do not know their Student ID, use the **LOOKUP STUDENT ID** button to access the system.
 - d. Verify the student's birth date.
 - e. A list of counselors will be displayed. Check the box next to the name of the counselor you will need to meet according to your last name.
 - f. If you have more than one student in the 9th grade you will need to schedule two appointments. You can do this by answering "Yes" to this question, "**Do you want to schedule a conference for another student?**" Then repeat the steps above for your other student. If you only have one student, answer "NO" to that question.
 - g. You will then see the available time slots for the counselor you selected.
 - h. Select the times that work best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private)
 - j. Once you have finished you can confirm your appointment details and print your conference schedule.
 - k. **Write down the Confirmation Number (you will need this number if you need to cancel your appointment(s))**

Remember, if you need help please contact Mrs. McAllister or Mrs. Talbot in the Counseling Office at 801-610-8136